



Lake Forest Civic Center

Report 2: Conceptual Site Plan
Submitted: December 5, 2011



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**PUBLIC FACILITIES NEEDS ASSESSMENT PROJECT
CITY OF LAKE FOREST, CALIFORNIA**

Report 2

**LAKE FOREST CIVIC CENTER
CONCEPTUAL SITE PLAN**

**Submitted
5 December 2011**



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INTRODUCTION

THE PROJECT

This project has focused on a planning assessment for a new Civic Center to serve Lake Forest through its long term future. The scope of work includes a comprehensive Civic Center with a suite of “amenities” which will serve to meet the requirements for public facilities and passive activity areas. Programmatic budget information will be submitted following review of the master plan information. These facilities will supplement and balance the more physically active public buildings and fields being developed at the new Lake Forest Sports Park and Recreation Center.

In particular, this project has addressed the needs for a number of key Civic Center elements:

- community meeting and activity facilities;
- an emergency operations center and community police headquarters;
- senior center facilities;
- dual use council chambers/performing arts facilities; and
- city administrative office space.

Multi-use and sharing of facilities is a recurring theme shown throughout this needs assessment process, and applies to all facility components, as shown in the detailed space needs determinations, which have been supplied in Report 1 of this project. That report explains methodology, processes, and results of the tabular needs determination, including: public outreach and Civic Center amenities data collection, administrative offices survey and interviews data collection, projection of civic center amenities and other space requirements, projection of administrative offices workstation counts, and computation of administrative offices space requirements.

THIS REPORT

In addition to a brief summary of the quantitative requirements for the individual components of the Civic Center listed above, the new information in this report includes a conceptual site plan showing a proposed configuration of these components, including open site amenities and parking.

PROGRAM SUMMARY

PROGRAM COMPONENTS

As noted in the Introduction section, this needs assessment project includes analyses of the proposed Civic Center and identified amenities to best serve the residents of Lake Forest. The quantitative assessment of needs for these components is presented in detail in Report 1 of this project. The following discussion summarizes these requirements, and elaborates upon them as they relate to the development of the conceptual design. The conceptual design is then presented in Section 3 which follows.

As noted previously, the requirements computed for the City administrative offices are elaborated in significant detail, as a core element of this project. Needs computed for the performing arts aspects of the council chambers facilities, for the community center facilities, and for the senior center facilities are more generally derived. Although this is equally accurate for determining building sizes, footprints, and costs to deliver, it will be necessary as a subsequent step of the project to refine these needs in an architectural program prior to final design work.

The following summary is divided into these four parts:

1. Community Center Building (integrated and shared usage)
 - Community Center (meeting and activity facilities)
 - Senior Center (including dedicated-use and shared-use components)
2. Council Chambers / Performing Arts Facility (dual use)
3. Community Policing / EOC / Administrative Offices
4. Site Elements
 - Consolidated parking facilities
 - List of other desired site elements

COMMUNITY CENTER

Square Footage Requirements

The following exhibit summarizes the quantitative space requirements for the Community Center. The accompanying analysis can be found in Report 1 of this project.

Exhibit Community Center Space Requirements

Shared Use – Community Center	
Reception / Lobby / Lavatories.....	1,800
Community Center / Meeting Center Office Areas	600
Meeting Rooms and Areas	
Divisible Multi-Purpose Room (300 person-round table).....	7,500
Conference Room (30-35 person-round table).....	1,200
Conference Room (12-16 persons).....	720
Conference Room (8 persons)	480
Other Rooms and Areas	
Kitchen (full service)	1,000
Storage - General.....	1,000
Storage - Wall Pockets.....	100
Storage – A/V Equipment	100
Circulation	2,247
	16,747
Dedicated Senior Center Functions	
Reception Area / Senior Lounge.....	800
Public Lavatories.....	1,000
Multi-Purpose Room / Nutrition Program.....	4,000
Activity Rooms and Areas	
Arts and Crafts Activity Room	800
Storage – Arts and Crafts.....	200
Computer Training / User Area	400
Wellness Center / Sr Exercise / Dance	1,200
Kitchen (catering)	1,000
Office / Program Area	150
Circulation	1,482
	11,032
Totals	
Total Net Sq. Ft. (including unit circulation)	27,779
Net-to-Gross Addition* (using 85% "efficiency").....	4,902
	32,681

*This represents the additional space required for general circulation, and essential building elements.

These requirements are preliminary, and actual areas may ultimately be adjusted as the process evolves and more details are known. This allows for repurposing the space in cases where operations may adapt to accommodate new trends or clientele. Note that the footprint used on the conceptual site plan is a block representing a one-story, 32,681 gross sq. ft. building.

Site Plan Considerations

It is the intent to make the Community Center the primary point of focus on entry to the site, in part to facilitate access by its many public users. Note that the building has multiple user entry points, though the service areas of the building may share a single point of access. The building is shown as a single story structure.

COUNCIL CHAMBERS / PERFORMING ARTS THEATER

Square Footage Requirements

The programmatic requirements for the Council Chambers / Performing Arts Theater are summarized in the following exhibit.

Exhibit	
Council Chambers / Performing Arts Theater Space Requirements	
Dedicated Council Functions (Net Sq. Ft.)	
Dais	1,000
Closed Session Conference Room.....	360
Lavatories / Closet	210
Hospitality	200
Storage Allowance	200
Circulation.....	394
	2,364
Shared Use Space – Council Chambers & Performing Arts Theater (NSF)	
Reception / Lobby Area.....	1,200
Public Lavatories.....	1,000
Ticket Office	120
Chambers / Theater Stage.....	1,000
Public Seating Area	4,825
Operations, Controls, and Support Areas	
Technical Controls Equipment.....	200
Video Recording / Control Booth.....	200
Other Storage.....	600
Circulation	1,372
	10,517
Totals	
Total Net Sq. Ft	12,881
Net-to-Gross Addition (using 85% "efficiency")	2,272
	15,153

Based on statistical calculations, 15,153 gross sq.ft. is required to meet the needs of the City. However, depending on the design review and opportunities presented by the site, it is possible to find efficiencies through building forms, shared spaces, and other factors. An effective savings will be illustrated in the conceptual site plan later in this report.

Site Plan Considerations

It is essential that the Council Chambers/ Performing Arts Theater be adjacent to and integrated with the administrative office facility, both for access by City staff during council sessions and for convenient proximity during the many other city functions that will be occurring here. Inasmuch as the facility will have a secondary public use as a performing arts facility, it will also be important to the site plan that the building has prominent access from public parking areas, and is well integrated into the site's shared open areas. Similarly, integrating with the Community Center is important to the effective use and extended rental opportunities of the facility.

COMMUNITY POLICING / EOC / ADMINISTRATIVE OFFICES

Square Footage Requirements

The exhibit below summarizes the required building square footage.

Exhibit	
Community Policing / EOC / Administrative Offices Space Requirements	
Community Policing / EOC	
Community Policing with EOC	6,419
Net-to-Gross Addition (using 80% "efficiency")	1,604
Total Gross Sq. Ft. (Community Policing only)	8,023
Administrative Offices	
City Council Office	297
Office of the City Manager	1,373
Office of the City Attorney	338
Management Services	4,482
Community Services	1,090
Finance	1,395
Redevelopment / Economic Development	1,706
Development Services	3,958
Public Works	3,321
Shared by all Departments (13,130 net sf)	
Conference, Training, and Meeting Rooms	3,638
Copy / Supply Rooms	1,219
Public Lobby and Reception Areas	2,114
Ad Hoc Communal Spaces	1,750
Break Rooms	763
Fitness Areas	1,963
Lavatories and Janitor	2,125
Subtotal, Net Sq.Ft.	31,088
Net-to-Gross Addition (using 80% "efficiency")	7,772
Total Gross Sq. Ft. (no Community Policing)	38,860
Totals (Community Policing / EOC / Administrative Offices)	
Total Net Sq. Ft.	37,507
Net-to-Gross Addition (using 80% "efficiency")	9,376
Total Gross Sq. Ft.	46,883

Site Plan Considerations

Note that the footprint is placed on the conceptual site plan as a block representing a two-story, 46,883 gross sq. ft. building, and the specifics such as building entries, room configurations, and other design specifics are not distinguished to an in-depth level. However, detailed assumptions and space requirements for rooms and areas are indicated in a previous report for more advanced phases of design. These have been developed for subsequent reviews of the underlying assumptions, and for validation of the total size relative to the functional elements which are to be contained in the building.

GENERAL SITE CONSIDERATIONS

Parking

Parking requirements were computed using the two methods described below. The first is based on our estimation of needs using a “demand model” which assesses the occupancies of each building, including the respective assembly and meeting areas. The second is based on Lake Forest parking development codes, although we have been careful to assume adjustments according to when building components will be in use (day or evening). The following Exhibit presents the computed parking requirements.

Exhibit
Estimated Parking Requirements for Proposed Civic Center Facilities

Component	Stalls Daytime	Stalls Nighttime
Calculation Based on Demand		
Administrative Offices		
City Staff (88 staff)	74	0
PD Staff	11	0
City & PD Vehicles	27	19
Visitors	13	0
Community Center		
Seniors (175 capacity estimate)	79	0
Program Staff	4	0
Other Visitors (multipurpose room = 300)	210	210
Other Visitors (meeting room cap = 60)	42	42
Council Chambers / Performing Arts		
Staff / Reserved	5	12
Visitors (room cap = 175)	0	123
Total Stalls Using Demand Model Calculation Method	465	406
Calculation Based on Applicable Parking Codes (restricted time of day usage)		
Administrative Offices	187.5	19.0
Community Center		
<i>Meeting Center Functions</i>		
Assembly Rooms	117.7	117.7
Administrative Office Areas	47.7	56.7
<i>Senior Center Functions (building restricted to daytime use)</i>		
Assembly Areas	94.1	0
Administrative Office Areas	18.7	0
Council Chambers / Performing Arts		
Assembly Rooms	0	60.0
Administrative Office Areas	0	22.7
Total Stalls Using Code Calculation Model	465.7	276.0

As a result of this information, we have used **465** stalls as a maximum capacity planning figure for the conceptual site plan design.

CONCEPTUAL SITE PLAN

ASSUMPTIONS

The site plan is developed as a “generic” representation of conditions and requirements for the construction and delivery of the facility components discussed in the Program Summary section. Some sites may require less site acreage, and others may be more, and costs also may vary up or down, depending on any number of factors.

Using a candidate site available for estimating is essential to providing a basis for addressing real-condition design issues and for computing sufficiently precise costs on which City planning can be based, especially in regard to matters such as topography, grading, building forms, water drainage, pedestrian and automobile access, traffic flow, and many others. As a basis for the illustration and associated SOPC, we have used a 9-acre developed pad.

The project design team¹ evaluated the most efficient use of land and buildings while maintaining the overall City theme. With Griffin, the designer team has significant experience with these building types, and was able to gain efficiencies by integrating the Administrative Offices with the Council Chambers / Performing Arts Theater. By bringing these two facilities together, the City is able to utilize one lobby and one set of public lavatories, as well as improving certain circulation and net-to-gross efficiencies. As a result, the footprint of the Administrative Offices remains at 46,883 gsf; however, the Council Chambers / Performing Arts Theater is reduced by maximizing efficiencies from 15,153 gsf to 12,500 gsf, which is represented on the conceptual site plan.

Additionally, there are other requirements which are derived from this specific site not only affecting the designer’s opportunities for taking advantage of vista and land forms, but also affecting building massing to take advantage of site features, drainage requirements, site retention structures, and more. These are all reflected in the site plan, and, accordingly, will be included in the programmatic budget. Considering the building footprints and parking requirements, the site has been designed to utilize the entire available area on the developed pad. As such, a modest retaining wall is necessary on the northern edge of the site to accommodate the grade change. Except in this one area, site topographic changes can be achieved with landscape medians or other alternatives, where there is enough width to slope down the elevation change.

ILLUSTRATION OF THE CONCEPTUAL SITE PLAN

The illustration on the following page shows the proposed conceptual site plan. The sketch is conceptual, to serve as a basis for cost estimation efforts, and subsequent reviews by the public and by the officials of Lake Forest. Please see Appendix 1 for additional information and supportive imagery which suggests the design qualities and range of building forms.

¹ Griffin’s design team for this project is headed by LPA, Inc., based in Irvine, CA.

MAIN PARKING FIELD	325
CITY HALL PARKING FIELD	57
SECURE PARKING FIELD	68
PARKING TOTAL	450

MAIN PARKING FIELD	8
CITY HALL PARKING FIELD	3
SECURE PARKING FIELD	3
REQUIRED ACCESSIBLE TOTAL	14
PROVIDED ACCESSIBLE	26

- (0.65 ACRES) ADDED
- (7.98 ACRES) TOTAL SITE AREA



DESIGN GOALS, CONSTRAINTS AND ASSUMPTIONS

The following lists identified factors on which the design has been based, and which will apply to any site which may generically be selected for the Civic Center. These are described by a set of goals and constraints, and certain assumptions about the site planning which must be made at this stage in the process.

Overall Site

- The program requirements are to be met, as listed in the Program Summary.
- The site should remain pastoral, organic, quiet, and passive as a general theme. While this civic center site is considered “passive,” an “active” site is being constructed to include the sports park and recreation center.
- The City has proposed a modest craftsman style for the overall architectural application for the site.
- The most desirable situation is for the Community Center, Council Chambers / Performing Arts Theater, and Administrative Offices to be on the same site. This approach:
 - allows for the Administrative Offices to combine with the Council Chambers / Performing Arts Theater, which offers some efficiencies such as using one central lobby and set of lavatories for the two buildings,
 - provides access from the Administrative Offices & Council Chambers / Performing Arts Theater to Community Center for shared use of various areas (meeting rooms, staff areas, outdoor function spaces, etc.),
 - allows for shared parking in off hours from one function to the other,
 - gives a higher measure of public convenience by locating public buildings and functions in one area,
 - gives a common focus and design unity for these Civic facilities,
 - provides for the development of a Civic Center which reinforces community identity.
- The Administrative Offices (including Council Chambers / Performing Arts Theater) and Community Center are related by a common plaza or patio, which allows for easy passage between the buildings and for shared use of various outdoor areas.
- Parking for the facilities is distributed throughout the site rather than at one end or only in a central pod, so that a general pastoral theme is intact. Secured parking is provided on the backside of the Administrative Offices for City Council, staff, and police parking.
- Layout of the site must be sensitive to adjacent uses, so that, for example, night lighting does not negatively impact surrounding neighbors, the access streets are suited to the vehicle traffic volumes, vistas and views are appropriate and attractive, both into and out of the facility.
- As mentioned in the above, sensitivity to adjacent uses is important, especially when it comes to acoustics. The site has a rather organic design including bountiful trees and foliage, which serve as an excellent sound barrier to the adjacent neighborhoods.
- Relationship between the facilities is incorporated into the design in a manner that gives greater public benefits from co-locating these facilities.
- An outdoor plaza between the facilities is integrated as a common area for public access. This includes elements that are iconic of the City, such as a specimen oak tree and water feature.
- A perch element extending over the riparian areas is possible depending on the final Civic Center site, included as part of the outdoor areas.

- A walking loop is located on the perimeter of the site, which could potentially integrate an existing creek trail depending on the final site.
- Bike lockers are provided to accommodate cyclists commuting to work rather than using automobiles. Depending on the final location of the proposed Civic Center, access to bicycle-friendly trails may be available.

Administrative Offices / Community Policing / EOC

- The Administrative Offices include the following three (3) lobbies for public access:
 1. 1st Floor - Main Lobby. A primary, public access reception point serves as a one-stop shop counter for inquires regarding Development Services, Public Works, and City Clerk. The lobby is planned to accommodate most public transactions (i.e. permits, records requests, recreation registration, etc.). It also includes a small kiosk for Community Services class registrations, and space for flyers / forms to be provided at the City's discretion. This lobby has direct access to the outdoor plaza spaces and is shared with the Council Chambers / Performing Arts Theater for maximum efficiency of space.
 2. 2nd Floor - Executive Reception. A secondary, limited public access reception point is provided for business with departments such as the City Manager, City Attorney, RDA/ED, Management Services, Finance, and Community Services. The 1st floor main lobby staff will serve as a gatekeeper for individuals requesting to access this 2nd floor lobby.
 3. 1st Floor - Community Policing Lobby. A separate, public access reception point is available for Community Policing operations.
- The 2nd floor of the Administrative Offices is programmed as a smaller floor plate than the larger 1st floor below. Subsequently, the 2nd floor will make use of terraces and roof features that integrate with the site components.
- Secured parking is available for staff, including OCSD and City / County vehicles and limited equipment in the back of the building (East) for security purposes. Additionally, this provides an opportunity for limited façade work on the East elevation, since it's not in the direct public view.
- Public / Visitor parking is located on the front side of the building (West) for both the main lobby and the Community Policing lobby.
- Additionally, the Emergency Operations Center (EOC) is planned to serve as a multi-functional space with direct access for City executive staff and officials. In the occurrence of an emergency situation, the EOC will be entirely capable to run emergency type operations for the City of Lake Forest. All other times, the EOC will be fully functional as a dedicated conference space / briefing area for Community Policing.
- The only logical way to make the EOC an essential facility is to increase the entire building to essential facility standards, which will be calculated into the programmatic budget at the City's request. This concept will be refined in the next design phase.

Council Chambers / Performing Arts Theater

- As mentioned above, the Council Chambers / Performing Arts Theater program has been reduced as a result of combined lobby and lavatory areas with the Administrative Offices building. The lobby and lavatories will generally be used at different times of the days, since the Administrative Offices are a work-day operation and the Council Chambers / Performing Arts Theater will either be an evening or weekend venue. There may be possible overlap with commission meetings or other special meetings that require daytime use of the Council Chambers / Performing Arts Theater.
- The Council Chambers has been positioned to accommodate its raked floor requirement, which will ensure that it remains less prominent than the Community Center. By using the site topography, this building is conceptually shown to be constructed into the ground which will reduce the overall height.
- The lobby space, like the Administrative Offices, has direct access to the outdoor plaza and seating areas.
- Secured parking is offered in the back of the building (East) for staff and council members. As mentioned with the Administrative Offices, the backside of the building can be less decorative, architecturally, then the sides that are viewed by the public.
- Public / visitor parking is available in the front of the building (West) with direct access to the main lobby areas.

Community Center

- Upon entering the site, the Community Center will be designed to be the primary focus from the other buildings.
- The site is oriented as such to provide a multi-functional venue for large meeting spaces within the Community Center. These large spaces are positioned to take advantage of the serene views.
- The site also provides a central loading zone/drop off point for kitchen service areas.
- A drop off area for passengers is provided on the west end in front of the oak tree.
- Two lobbies have been programmed which include the following: (a) community center lobby and (b) senior center lobby. These will both have separate entrances and will not share spaces.
- Public / visitor parking is available in the front and side of the building (West and South, respectively) for access into the lobbies. Again, this provides an opportunity for limited façade work on the elevations not in the direct public view.
- This building also contains two (2) kitchens, which are based on preliminary City program requirements. One kitchen (Community Center) has been planned to be a fully functional commercial grade kitchen. The other kitchen (Senior Center) has been planned to be a catering kitchen.

APPENDIX A – CONCEPTUAL SITE PLAN & RELATED IMAGERY



Please see updated Conceptual Plan on next page

LAKE FOREST CIVIC CENTER CONCEPT PLAN

Community Center:	32,681 SF
Community Center	19,702 SF
Senior Center	12,979 SF
Council/ Performance:	12,500 SF
Community Policing (1,200 SF EOC):	8,023 SF
Administrative Offices:	38,860 SF
Parking:	465 Stalls

Design Guidelines

- Building orientation should facilitate the intended function of the Civic Center area. Both the main vehicular and pedestrian entries to the Civic Center areas from the street should be enhanced with textured pavement, landscaping and accent trees and appropriate lighting.
- Highly visible Civic Center building edges should be designed to provide a pleasant aesthetic, complimenting the style of the surrounding buildings.
- Buildings may be oriented around an open space such as a central courtyard or plaza.
- Plazas and courtyards should be created through the design and orientation of surrounding buildings on the site, and should be arranged in such a way to create opportunities for safe and effective pedestrian movement between buildings. A formal arrival plaza on-site should be located directly in the front of the City Hall at the terminus of B Street. Other plazas should be oriented to maximize viewing opportunities of surrounding open space and distant views.





PARKING TABULATIONS

MAIN PARKING FIELD	325
CITY HALL PARKING FIELD	57
SECURE PARKING FIELD	68
PARKING TOTAL	450

REQUIRED ACCESSIBLE PARKING

MAIN PARKING FIELD	8
CITY HALL PARKING FIELD	3
SECURE PARKING FIELD	3
REQUIRED ACCESSIBLE TOTAL	14

PROVIDED ACCESSIBLE	26
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- (0.65 ACRES) ADDED
- (7.98 ACRES) TOTAL SITE AREA

LAKE FOREST CIVIC CENTER CONCEPT PLAN



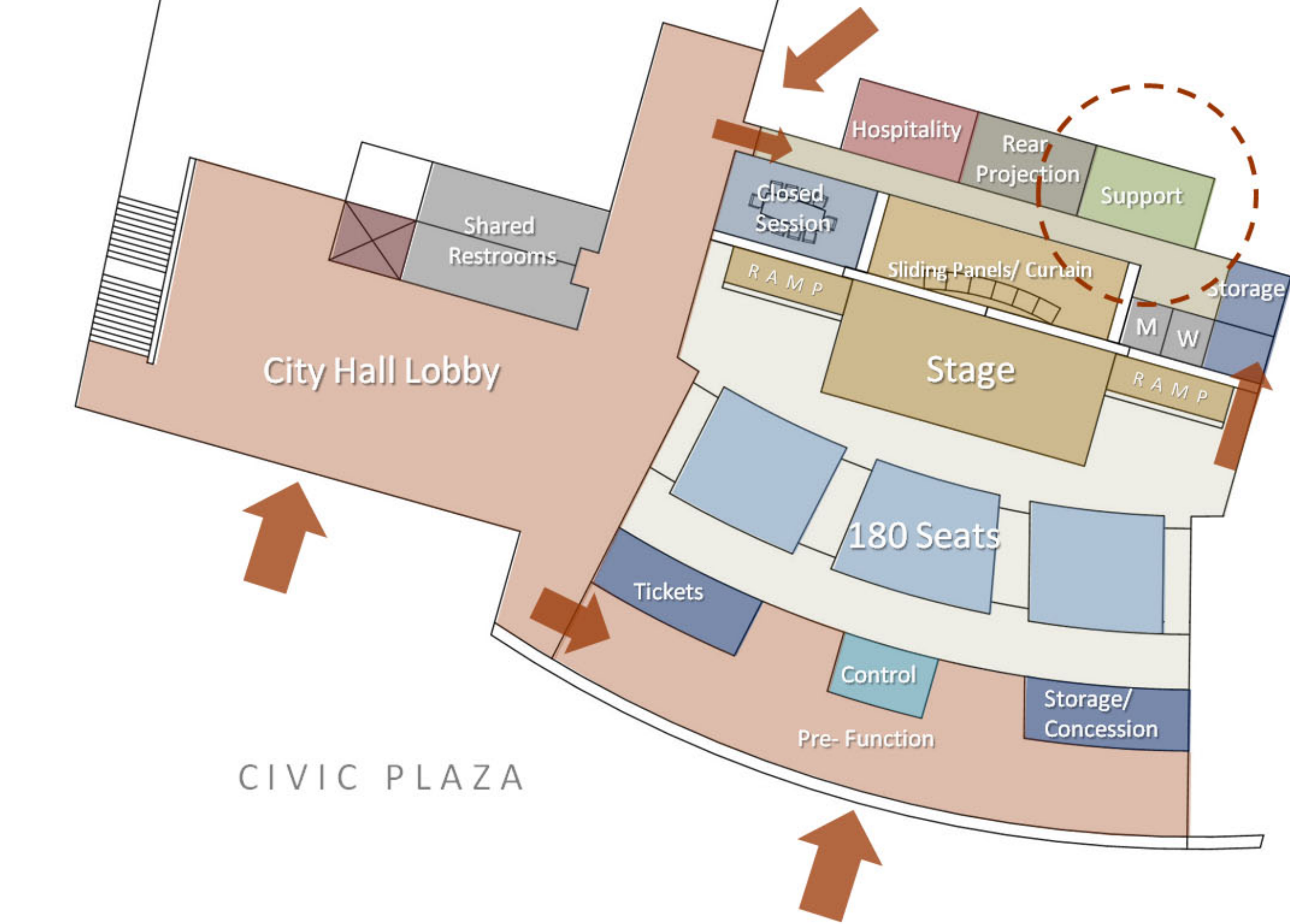
Council Chambers

- 7 person dais
- Two mobile podiums
- 2 mobile staff areas
- Rear projection room
- Control room
- Shared restrooms
- Separate staff entry



Performing Arts

- 25' deep stage
- Decorative sliding doors/ curtain
- Support space
- 180 seats
- Ticket/concession areas
- Storage for podiums/ staff desks



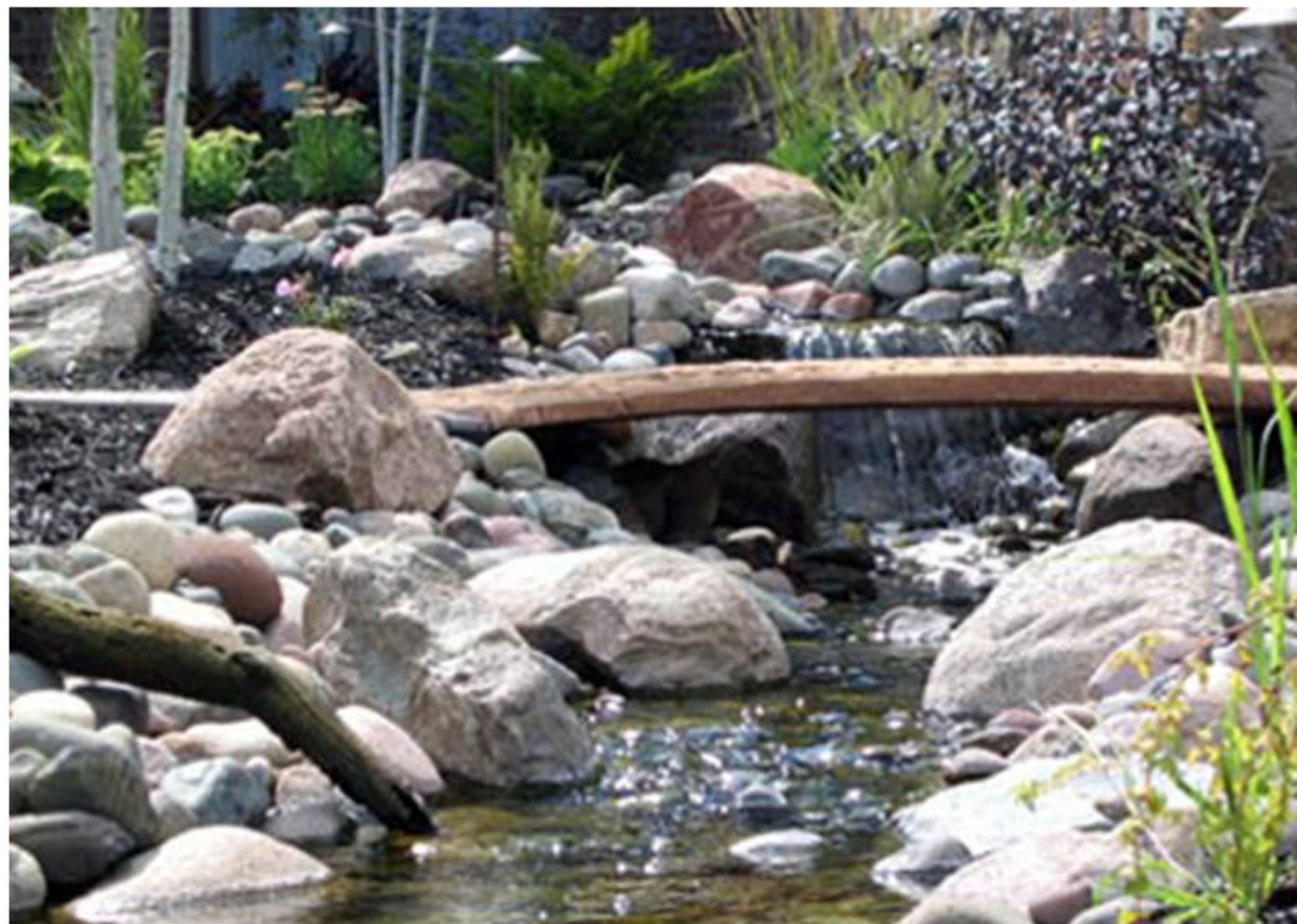
Council Chambers/ Performing Arts



LAKE FOREST CIVIC CENTER CONCEPT PLAN



Specimen Oak Tree



Alternative Parking Concepts



Water Feature

Landscape and Water Features





LAKE FOREST CIVIC CENTER CONCEPT PLAN

- Simple Arched Arcades and Openings
- Wood Details/ Plaster Walls
- Tower Features
- Horizontal Emphasis
- Lighter, Brighter Colors and Materials
- Integrated Landscape

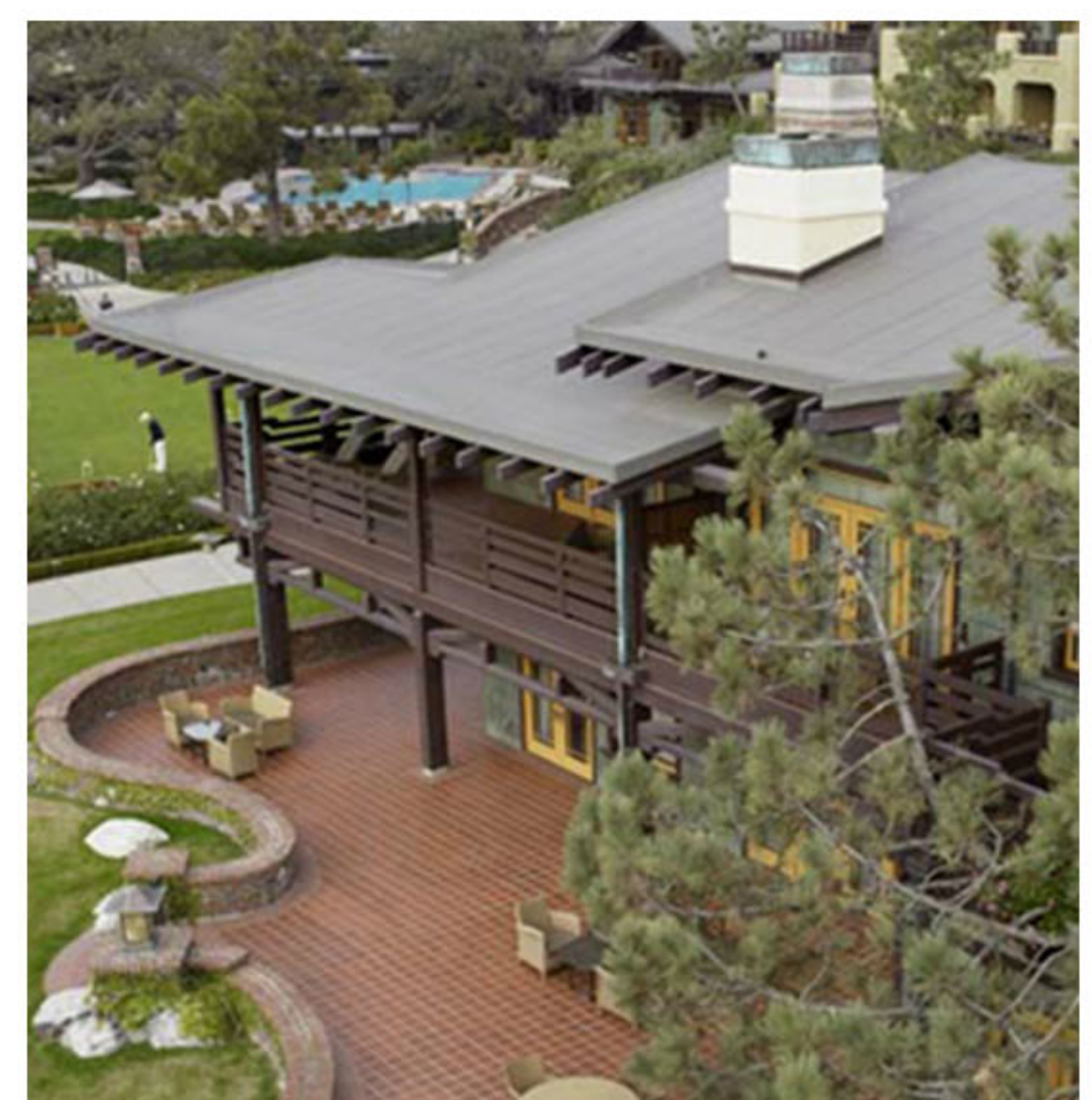


Early California Details



LAKE FOREST CIVIC CENTER CONCEPT PLAN

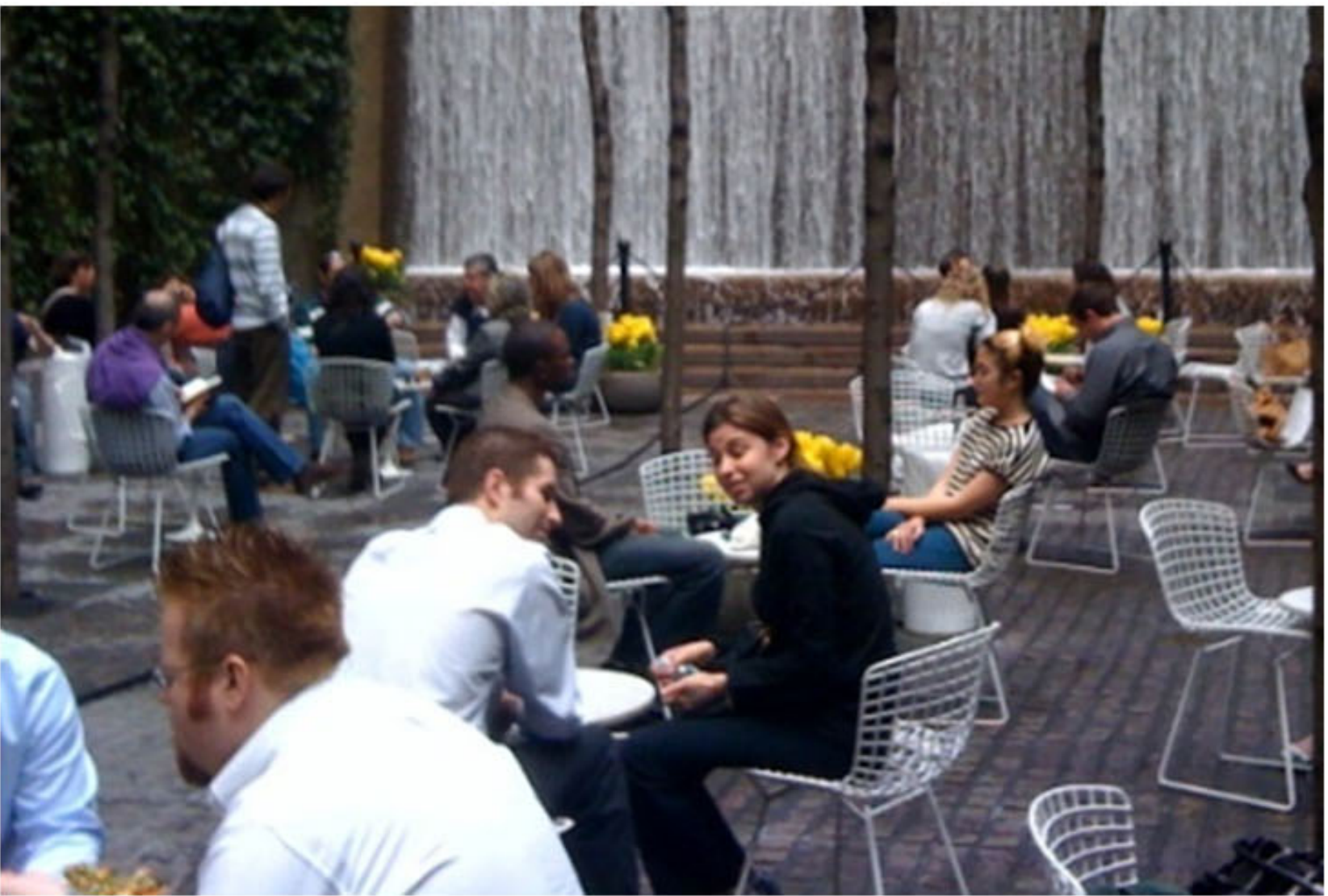
- *Articulated Roof Forms*
- *Wood Details/ Wood, Plaster, Stone Walls*
- *Deep Overhanging Eaves*
- *Site Integration*
- *Darker, Richer Colors and Materials*
- *Articulated Windows*



Craftsman Details



LAKE FOREST CIVIC CENTER CONCEPT PLAN



The "Perch"



Plaza Details